

DESCRIPTION OF JOB DUTIES

DEPUTY VILLAGE CLERK-TREASURER

SALARY RANGE: \$45,000 - \$70,000 DOQ

GENERAL STATEMENT OF DUTIES: Assists the Village Clerk-Treasurer in all phases of work and acts for and in behalf of Village Clerk-Treasurer during any absence or inability to act; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Village Clerk-Treasurer, an incumbent of this class is responsible for the accounting, collection, custody and disbursement of the Village treasury and assisting the Village Clerk-Treasurer in all areas of responsibility. Supervision may be exercised over a staff of accounting and/or clerical employees.

EXAMPLES OF WORK:

- Acts for and on behalf of the Village Clerk-Treasurer;
- Assists in the receiving of all monies paid to the village and disburses same on orders drawn by Village Clerk-Treasurer and signed by the Mayor;
- Assists in the preparation of the village accounts with a detailed classified budget control as prescribed by the State Comptroller, using double entry system;
- Assists on the collecting of current taxes and preparation of assessment rolls;
- Assists in the preparation of various financial reports and necessary documents relative to borrowing money and bonds;
- Assists in payroll and benefits processing;
- Issues licenses and permits;
- Maintains filing system;
- Answers correspondence;
- Collects and records license and permit fees;
- Assists in the custody of all records and books of the Village;
- Posts legal notices;
- Assists in the preparation and collating of budget materials;
- Assists in the supervision of village elections;
- Attends meetings of the Board of Trustees to present village business, as necessary;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of government accounting principles and practices; ability to prepare and maintain accounting records and reports; ability to assist in organizing and administering a variety of financial activities; ability to get along well with others; integrity; sound judgment. Strong knowledge of Windows-based desktop office applications.

DESIRED ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a college or university of recognized standing with specialization in accounting, finance, or business administration and two years of auditing experience, preferably including experience in governmental accounting. CPA preferred. Supervisory or management experience preferred.

Send Resumé by 8/13/2004 to:

Village of Irvington
85 Main Street
Irvington, NY 10533
Attn: Clerk-Treasurer
Fax (914) 591-4072